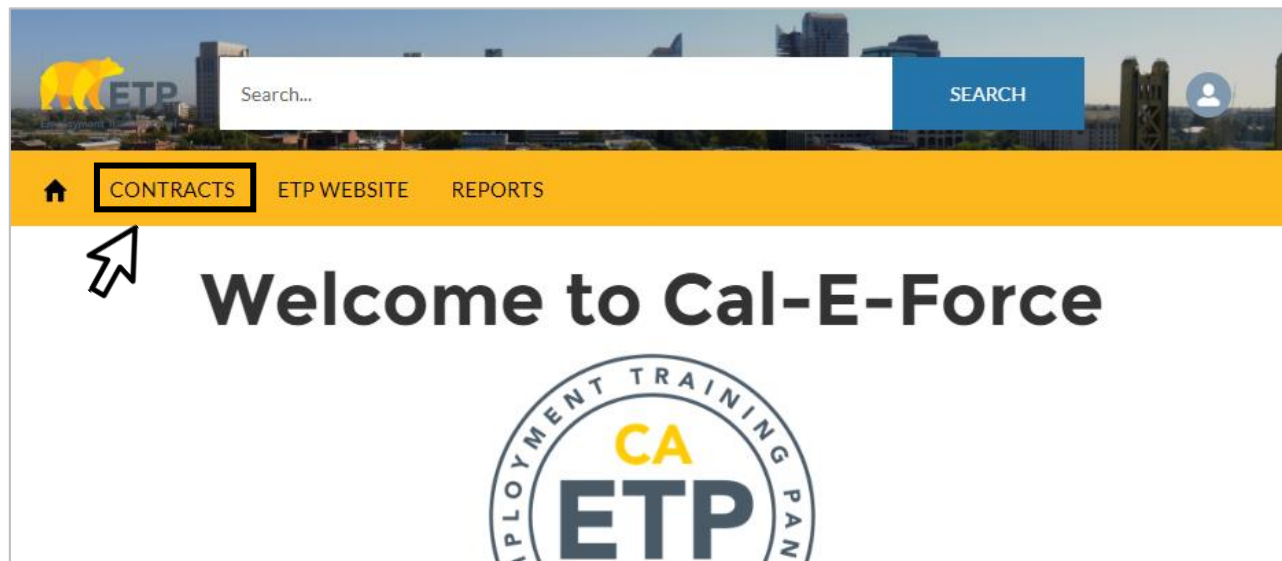
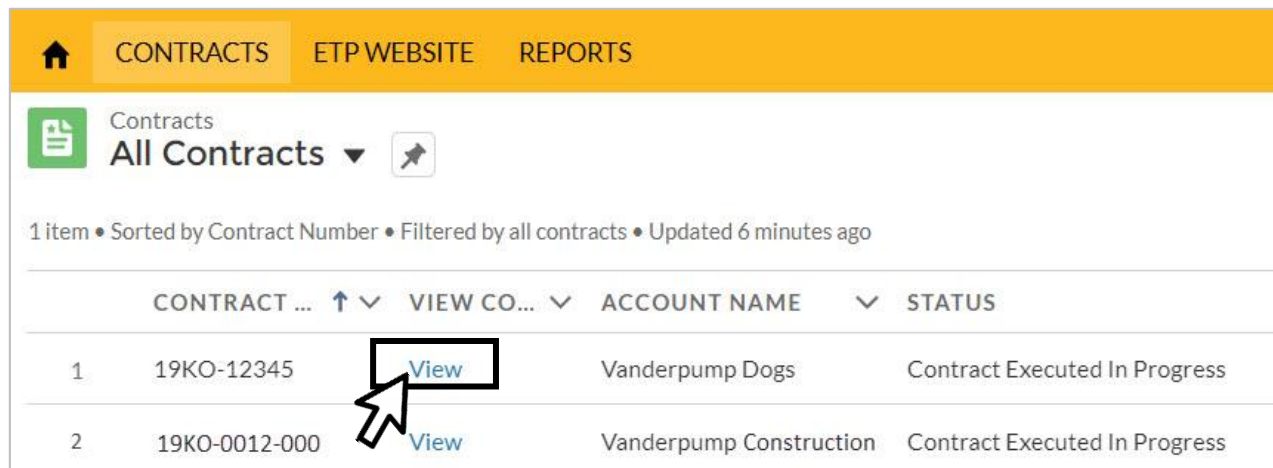


## ETP CAL-E-FORCE REFERENCE CARD – MANUALLY EDIT TRAINEES

1. At the top of the landing page, select the **Contracts** button on the button bar.




2. Click on the 'View' link for the contract you would like to manually edit trainees. The system will take you to your Contract Details page.



## ETP CAL-E-FORCE REFERENCE CARD – MANUALLY EDIT TRAINEES

- On the Contract Details Page, scroll down to the **Trainees** section and click on the **Trainees** header to open a view all Trainees.


**Contract**  
**19KO-12345**

Account Name

Status

Term Start Date

Term End Date

Vanderpump Dogs

Contract Executed In Progress


12/18/2017

12/17/2019

[ENROLL TRAINEES](#)
[UPLOAD TRAINEES](#)
[ADD HOURS](#)
[UPLOAD HOURS](#)
[UPDATE ROSTERS](#)
[ADD CBT CLASS](#)

> Contract Information

> Contract Value


**Trainees (6+)**


NAME	TRAINEE STATUS	SSN	EMPLOYEE ID
<a href="#">Ramona, Singer</a>	Enrolled	***-**-1234	7899

- Click on the **Trainee ID** link to access the Trainee details page.

	EMPLOYEE ID	TRAINEE FIRST NAME	TRAINEE LAST NAME	TRAINEE ID	TRAINEE STATUS
1	126	Brian	Test 3	<a href="#">TRN - 0180503</a>	Enrolled
2	127	Trainee	Test 3	<a href="#">TRN - 0180514</a>	Enrolled
3	129	Trainee	Test 4 Invoice Flow	<a href="#">TRN - 0180518</a>	Enrolled
4	1234567	Trainee	Invoice Test 5	<a href="#">TRN - 0180519</a>	Enrolled

## ETP CAL-E-FORCE REFERENCE CARD – MANUALLY EDIT TRAINEES

5. Click on the **Edit** button on the right side of the page for this trainee.

 Trainee  
**Doute, Kristen**

Edit

[DETAILS](#) RELATED

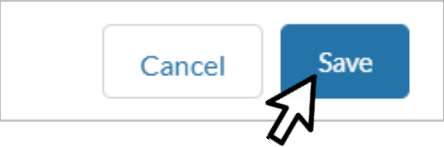
6. The **Edit Trainee** window will appear. Select the information or demographic data you wish to edit and make the desired changes.

[DETAILS](#) RELATED

▼ Information

SSN ⓘ ***-**-4571	Contract <a href="#">Contract 2</a>
Employee ID ⓘ 11D	Hire Date 7/3/2009
Trainee First Name Danny	Trainee Status Enrolled
Trainee Last Name Willet	Workplace <a href="#">Headquarters</a>

ETP CAL-E-FORCE REFERENCE CARD – MANUALLY EDIT TRAINEES

<p>7. When you are finished making changes, click the <b>Save</b> button at the bottom of the window.</p>	
<p>8. You will receive a success message stating “Trainee was saved.”</p>	